

INSTRUCTIONS FOR OUT-OF-STATE/OUT-OF-COUNTRY APPLICANTS

PLEASE ALLOW 6-8 WEEKS FOR THE INITIAL EVALUATION.

ALL applicants must qualify for, take, and pass the California licensing exam, consisting of a written and a practical exam, before a license can be issued. The Board has established minimum qualifications (required by Title 16, California Code of Regulations Section 910) that all applicants must meet in order to sit for the exam.

An application for examination, the appropriate fee, and all required documents verifying your education and/or training must be submitted in order to determine your qualifications. The required documents are outlined below.

CAREFULLY READ AND FOLLOW THE INSTRUCTIONS GIVEN ON EACH APPLICABLE FORM.

1. *If you have ever held a license from another state, you must submit the following items:*

- a. Application for Examination
- b. Applicable fee
- c. License Certification for Examination

Note: You must request a certification of licensure from the board of the state in which you were licensed. If you are licensed in more than one state, you may elect to request a license certification from each state. Some states charge a fee to certify your license and you are responsible for the incurred expense. A state board processing your certification of licensure will send the certification directly to this board. Should the certification of licensure be received by this board before your other documents, it will be kept on file for a period of one year.

- d. Affidavit of Experience (Form C), if applicable

Note: In order for the board to consider granting credit on your work experience as a licensed practitioner, complete Form C as indicated. The person(s) verifying your work experience must be a disinterested party (i.e., employer, co-worker, or client other than a family member).

2. *If you only obtained training from another state, you must submit the following items:*

- a. Application for Examination
- b. Applicable fee
- c. Out-of-State School Training Record (Form B)

Note: Should your school be closed, the records have likely been transferred to a state agency. In that instance, the state agency may complete Form B.

3. If you obtained training and/or licensure outside of the United States, you must submit the following items:

- a. Application for Examination
- b. Applicable fee
- c. Affidavit of Experience (Form C), if applicable

Note: In order for the board to consider granting credit on your work experience as a licensed practitioner, complete Form C as indicated. The person(s) verifying your work experience must be a disinterested party (i.e., employer, co-worker, or client other than a family member).

- d. Outside Evaluation

Note: Contact one of the evaluation services listed on page four of the exam application to have your education and/or training evaluated. Request that the evaluation report be sent directly to the Board. Should the evaluation report arrive to the board before the other documents, it will be kept on file for a period of one year.

If you meet the minimum qualifications, you will be scheduled for the exam as soon as possible. You will receive written notification regarding time, date, and location of your exam. IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR TOOLS AND SUPPLIES AND MODEL FOR THE PRACTICAL PORTION OF THE EXAM.

If you do not meet the minimum qualifications, you will receive a letter detailing the supplemental training required. You will present the letter to your school for enrollment purposes. Following your completion of the required training, request the school mail an original Proof of Training, along with a copy of the supplemental training letter, to the Board. After the Board receives all the required documents, your application will be re-evaluated and you will be scheduled for the exam.

If you have any questions, please contact the Board's Licensing Unit by calling (916)574-7570 or e-mailing Barbercosmo@dca.ca.gov. Please send completed forms and any other written inquiries to the following address:

Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
ATTN: Out-of-State/Out-of-Country Evaluation Unit